

APPENDIX B: FILE SETUP AND INSTALLATION

VACMAN can be installed for either of these environments:

- LAN - database and related files are on a LAN. Program and related files can be either on the LAN or each user's PC. Multiple users have access to the files at the same time. Transmit bulk vaccine orders and obtain updates using a specified PC connected to the LAN.
- Single User - all files are on one PC. Only one user at a time has access to the files. Transmit bulk vaccine orders and obtain updates using the one PC.

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Pre-Installation

Before beginning, remember:

- **You can only maintain one installation of VACMAN, either LAN or Single User.** Beyond the initial testing phase, you cannot operate with two copies of VACMAN databases.
- If the LAN environment is not suitable, you can return to a Single User. You must remove all the files from the LAN server and all workstations other than the one PC for the Single User. You cannot maintain both installations concurrently.
- The same set of files are used for either the LAN or Single User environment. You already have all the files you need to operate VACMAN in a LAN environment. The only difference is that with the LAN environment, the files are shared by multiple users.

Backing up Current VACMAN Files

We STRONGLY RECOMMEND that you back up ALL VACMAN DATABASES and FILES located on your current environment before installing VACMAN on a LAN or migrating VACMAN to a new Single User environment. The backup must include all files in the following subdirectories:


VACMAN
VACMAN\RCV
VACMAN\RCV\BAK
VACMAN\XMIT
VACMAN\XMIT\BAK

Store these backups in a safe place until you are certain that the LAN installation or migration of VACMAN has been properly configured and certified to be operational.

Testing is recommended, especially for a LAN installation. An incorrectly configured LAN environment can cause a loss of data. You should test all functions of your LAN installation or Single User migration before entering/modifying real data or relying on the new system for daily activities.

LAN Installation

Use the LAN installation instructions when moving the VACMAN application from an existing single user PC to a LAN environment.

 *The Systems Development Team supports the VACMAN application software only. We are not able to offer technical or user support on hardware or other application software.*

 **CONSULT WITH YOUR LAN SUPPORT BEFORE USING THESE INSTALLATION INSTRUCTIONS.**

Requirements

General Requirements:


- LAN that supports multiple user access to a common directory
- Ability to assign each user with ALL RIGHTS to the files under the VACMAN directory (usually VACMAN) on the LAN. VACMAN does not support READ ONLY access to the database and related files.

Workstation Requirements:

- Each workstation runs in a Windows environment.
- One workstation with an attached modem (at least 14.4 bps)
- Direct telephone line for the modem

File Requirements:

- All VACMAN database, index, memo, text, and ASCII files (see “File Setup for a LAN Environment” below for more information) must reside under the VACMAN directory on the LAN.
- All VACMAN screen, library, FoxPro, compiled program, command, and icon files (see “File Setup for a LAN Environment” below for more information) should reside under the VACMAN directory (usually VACLOCAL) on each workstation.

 *You can put all VACMAN files under the VACMAN directory on the LAN, but the program may run very slowly.*

File Setup for a LAN Environment

The VACMAN files for a LAN environment are normally contained under the VACMAN directory on the LAN (usually named VACMAN) and the directory on each workstation (usually named VACLOCAL).

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The files that must be under the VACMAN directory on the LAN are:

- *.CDX - index files
- *.DBF - database files
- *.FPT - memo files
- *.TXT - text and ASCII files

These subdirectories must also be under the VACMAN directory on the LAN:


- \RCV - holding directory for files received from CDC during transmission
- \RCV\BAK - backup files of files received
- \XMIT - holding directory for files sent to CDC during transmission
- \XMIT\BAK - backup files of files transmitted


The files that should be under the directory for each workstation are:

- *.BMP - screen files
- *.DLL and *.FLL - library files
- *.ESL, *.FON, *.850, and *.852 - FoxPro files
- *.EXE - compiled program file
- *.FPW - command files
- *.ICO - icon file

LAN Network Installation Instructions

Perform the following on the LAN.

1.	Create the following directory on the LAN: x:\VACMAN where: x - LAN drive
2.	Make a complete backup of all VACMAN files and subdirectories (see “Backing up Current VACMAN Files” above for more information).  DO NOT DELETE THE VACMAN FILES FROM THE DRIVE ON THE CURRENT VACMAN COMPUTER UNTIL YOU HAVE A COMPLETE BACK UP AND HAVE COMPLETELY TESTED THE NEW VACMAN SYSTEM.

3.	<p>Copy all VACMAN database, index, memo, text, and ASCII files, and the 4 subdirectories and files to the VACMAN directory on the LAN (see “File Setup for a LAN Environment” above for more information).</p> <p> <i>If you enter any information to the current VACMAN system after copying these files to the LAN, you should either enter the information to the new LAN setup or copy the file with the new information to the VACMAN directory on the LAN setup.</i></p>
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LAN Workstation Installation Instructions

Perform the following on each workstation.


1.	Follow the instructions in the latest installation setup release package to install VACMAN.
2.	<p>Use a text editor program (such as Notepad) to verify that the following information is present in the CONFIG.FPW file:</p> <p>DEFA=[drive and VACMAN directory on the LAN] PATH=C:\[VACMAN directory on the workstation]</p>
3.	<p>Use a text editor program (such as Notepad) to verify that the following is part of the PATH line in the AUTOEXEC.BAT file.</p> <p>C:\[VACMAN directory on the workstation]</p>
4.	If there have been any upgrade versions since the version used in step 1, perform the instructions in the latest upgrade release package.
5.	Set up a workstation as the Transmitting Workstation (see “Setting Up the PC Used to Transmit to CDC” below for more information).
6.	Reboot the PC before you use VACMAN
Testing VACMAN:	
7.	Start VACMAN.
8.	<p>Display the Display Resources screen under Utilities Main Menu.</p> <p>Verify that following fields contain the correct information. If the following fields do not contain the correct information, return to step 1 and start again.</p> <p>Location of VACMAN Databases - [drive and VACMAN directory on the LAN] Location of VACMAN Application File - C:\[VACMAN directory on the workstation]</p>

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Single User Re-Installation

Use the re-installation instructions when:

- the hard drive on the VACMAN computer has failed (crashed)
- some unusual circumstance causes the VACMAN files to be missing (such as the files are lost, deleted, or corrupted)

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Requirements

General Requirement:

- Ability to assign the user with ALL RIGHTS to the files under the VACMAN directory (usually VACMAN). VACMAN does not support READ ONLY access to the database and related files.

Workstation Requirements:

- Runs in a Windows environment.
- Has an attached modem (at least 14.4 bps)

File Requirement:

- All VACMAN files (see “File Setup for a Single User Environment” below for more information) must reside under the VACMAN directory.

File Setup for a Single User Environment


The VACMAN files for a single user are normally contained in the VACMAN directory. The files are:

- *.BMP - screen files
- *.CDX - index files
- *.DBF - database files
- *.DLL and *.FLL - library files
- *.ESL, *.FON, *.850, and *.852 - FoxPro files
- *.EXE - compiled program file
- *.FPT - memo files
- *.FPW - command files
- *.ICO - icon file
- *.TXT - text and ASCII files

These subdirectories must also be under the VACMAN directory:

- \RCV - holding directory for files received from CDC during transmission
- \RCV\BAK - backup files of files received
- \XMIT - holding directory for files sent to CDC during transmission
- \XMIT\BAK - backup files of files transmitted

Re-Installation Instructions


1.	<p>Create any of the following directories that are not present on the C drive:</p> <p>\VACMAN \VACMAN\RCV \VACMAN\RCV\BAK \VACMAN\XMIT \VACMAN\XMIT\BAK</p>
2.	Follow the instructions in the latest installation setup release package to install VACMAN.
3.	<p>Use a text editor program (such as Notepad) to verify that the following information is present in the CONFIG.FPW file:</p> <p>DEFA = C:\VACMAN PATH = C:\VACMAN</p>
4.	If there have been any upgrade versions since the version used in step 2, perform the instructions in the latest upgrade release package.
5.	Set up the workstation as the Transmitting Workstation (see “Setting Up the PC Used to Transmit to CDC” below for more information).
6.	Reboot the PC.
7.	<p>Start VACMAN as usual.</p> <p>If VACMAN starts go to step 8, otherwise go to step 9.</p>
8.	<p>Go to the Restore Data From Back Up screen under Utilities Main Menu.</p> <p>Restore the latest VACMAN database files (refer to the Online Help system for more information).</p> <p>Go to step 10.</p>
9.	<p>Use the ERESTORE utility (see “Using ERESTORE” below for more information).</p> <p>Return to step 7.</p>
10.	<p>Re-enter any information that was entered since the latest database backup.</p> <p> VERIFY THAT ALL ORDER AND RECEIPT INFORMATION IS CORRECT FOR EACH BULK VACCINE ORDER. CALL THE VACMAN ON-CALL PERSON IF THERE IS ANY INFORMATION IS</p>

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	MISSING OR INCORRECT.
11.	Start the transmission process by clicking on the Transmit to CDC menu under Utilities Main Menu.
12.	Click on the Clear All button on the Transmit Options screen. Nothing in your VACMAN will be transmitted to CDC.
13.	Continue with the transmission process to receive any updates (new vaccine contracts, What's New) and status updates for orders placed before this re-installation.

Single User Migration to a New Computer

Use the migration instructions when moving the VACMAN application from an existing single user PC to another single-user PC.

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Requirements

General Requirement for the New PC:

- Ability to assign the user with ALL RIGHTS to the files under the VACMAN directory (usually VACMAN). VACMAN does not support READ ONLY access to the database and related files.


New PC Workstation Requirements:

- Runs in a Windows environment.
- Has an attached modem (at least 14.4 bps)


File Requirement:

- All VACMAN files (see “File Setup for a Single User Environment” above for more information) must reside under the VACMAN directory.

Migration Installation Instructions


Step to Perform on the Original PC:	
1.	<p>Make a complete backup of all VACMAN files and subdirectories (see “Backing up Current VACMAN Files” above for more information).</p> <p> DO NOT DELETE THE VACMAN FILES FROM THE CURRENT VACMAN COMPUTER UNTIL YOU HAVE A COMPLETE BACK UP AND HAVE COMPLETELY TESTED THE NEW VACMAN SYSTEM.</p>
Steps to Perform on the New PC:	
2.	<p>Create the following directories on the C drive:</p> <p>VACMAN VACMAN\RCV VACMAN\RCV\BAK VACMAN\XMIT VACMAN\XMIT\BAK</p>
3.	<p>Follow the instructions in the latest installation setup release package to install</p>

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	VACMAN.
4.	Use a text editor program (such as Notepad) to verify that the following information is present in the CONFIG.FPW file: DEFA = C:\VACMAN PATH = C:\VACMAN
5.	If there have been any upgrade versions since the version used in step 3, perform the instructions in the latest upgrade release package.
6.	Set up the workstation as the Transmitting Workstation (see “Setting Up the PC Used to Transmit to CDC” below for more information).
7.	Reboot the PC.
8.	Start VACMAN as usual. If VACMAN starts go to step 9, otherwise go to step 10.
9.	Go to the Restore Data From Back Up screen under Utilities Main Menu. Restore the latest VACMAN database files (refer to the Online Help system or the VACMAN User's Guide for more information). Go to step 11.
10.	Use the ERESTORE utility (see “Using ERESTORE” below for more information). Return to step 8.
11.	Re-enter any information that was entered since the latest database backup.  VERIFY THAT ALL ORDER AND RECEIPT INFORMATION IS CORRECT FOR EACH BULK VACCINE ORDER. CALL THE VACMAN ON-CALL PERSON IF THERE IS ANY INFORMATION IS MISSING OR INCORRECT.
12.	Start the transmission process by clicking on the Transmit to CDC menu under Utilities Main Menu.
13.	Click on the Clear All button on the Transmit Options screen. Nothing in your VACMAN will be transmitted to CDC.
14.	Continue with the transmission process to receive any updates (new vaccine contracts, What's New) and status updates for orders placed before this migration.

Setting Up the PC Used to Transmit to CDC

Perform the following steps for each PC used to transmit to CDC.

1.	<p>Use a text editor program (such as Notepad) to verify that the following information is present for the SET TEMP line in the AUTOEXEC.BAT file:</p> <p style="text-align: center;">SET TEMP=[Temporary directory on the C drive]</p> <p> A common directory name is C:\WINDOWS\TEMP.</p>
2.	Create the Temporary directory named in step 1, if not present.
3.	Before transmitting to VACMAN after it has been completely installed and running, go to the Modem screen under Setup/Other Main Menu.
4.	Enter all necessary information for the modem.


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Emergency Restore Utility (ERESTORE)

Use this utility to restore VACMAN databases from a VACMAN backup if you cannot start VACMAN because one or more critical databases (such as OWNREF) are missing

Using ERESTORE

Perform the following steps:

1.	Insert the latest back up disk you have.
3.	<p>Use My Computer or Windows Explorer to locate the ERESTORE.EXE file.</p> <p> The file for a</p> <ul style="list-style-type: none">• single-user environment should be under the VACMAN directory• LAN environment should be under the [VACMAN directory on the workstation]
4.	<p>Double click on ERESTORE.EXE.</p> <p>The Emergency Restore screen is displayed.</p>
5.	<p>Click on the Continue button to run the utility. Go to step 6.</p> <p>or</p> <p>Click on the Cancel button to exit without running the utility.</p>
6.	The Restore Data From Back Up screen within VACMAN is displayed.
7.	<p>Click on the Pick ZIP File button.</p> <p>A Windows Open screen is displayed.</p>
8.	<p>To select the A drive, perform the following in the order shown:</p> <p>click on the arrow button for the Drive box</p> <p>a pop-up window is displayed listing all available drives</p> <p>click on the A drive</p> <p>the drive is displayed in the Drive box and all directories for that drive are displayed in the Directory box</p>
9.	<p>To select the correct directory, perform the following in the order shown:</p> <p>use the scroll bar to display the directory in the Directory box</p> <p>double click on the correct directory</p> <p>the drive and directory are displayed in the Directory box</p>
10.	<p>To select the correct file name, perform the following in the order shown:</p> <p>use the scroll bar to display the file names in the Save File As box</p>

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	double click on the correct file name the file name is displayed in Selected Backup ZIP File
11.	Click on the Done button to select the file or click on the Cancel button to return without selecting a file.
12.	The Restore Data From Back Up screen is displayed again.
13.	Select the option (a dot is displayed in the circle) to restore all database files. When you select this option, the other option is automatically deselected (circle is empty).
14.	Click on the Continue button to start the restore or click on the Cancel button to exit without restoring.
15.	Various messages are displayed during the restore. Read each message and proceed accordingly.
16.	A pop-up window is displayed after the databases have been restored. Click on the Continue button to return to the Restore Data From Back Up screen. or Click on the Print button to print the message on the screen. The screen is displayed after the message is printed. Click on the Continue button.
17.	Click on the Cancel button. The My Computer or Windows Explorer screen is displayed.

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